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20 October 1948

TO: Chief, TBS
FROM: COPS
SUBJECT: Language Instruction in Washington

1. Instruction in foreign language in this country will be arranged for only by TBS. TBS will be responsible for insuring that the security of the facilities used is approved by IAS. TBS will also be responsible for scheduling the instruction, determining the effectiveness of the instruction and evaluating the results achieved by the students.

2. In cases requiring brush-up instruction in a language already possessed in a substantial degree by the student, the language instruction will be as requested by a Branch Chief. If the facilities exist, TBS will make the necessary arrangements and supervise the instructions.

3. In cases requiring basic instruction in a new language, or in a language which is not already possessed in a substantial degree by the student (intensive, full time; semi-intensive, half-time) TBS will obtain approval from COPS before final arrangements are made.

VERIFY

14 OCT 1970

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(date)

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